



## LOSS PREVENTION WEEK 2010

Every Task, the right way, every time!

### 2010 Richmond Refinery Loss Prevention Week Announcement

To: Richmond Refinery Employees and Contractors

During the week of January 18, 2010 we will be making our business better with Loss Prevention Week activities – putting last year behind us and setting performance goals as individuals and workgroups.

Let's face it, 2009 was a difficult year, our safety performance wasn't record setting – 15 people were injured badly enough to be classified as OSHA recordable injuries. Also, adversity from the community prevented project work from continuing.

In 2010, let's start by putting 2009 behind us and move forward with a fresh perspective on how we can do business better now and move forward with urgency to make this Refinery Incident and Injury Free.

We have all the tools we need to get the job done safely – Procedures and processes, IIF, LPS, TOP, and Stop Work Authority – to name a few. In 2010 we must perform better EVERYONE has to be working towards a common goal all the time by using all of our Processes and Tools. We must perform reliably, in accordance with our Environmental standards, and we must go home the same way we came to work or better. And EVERYONE working here must contribute to our goal in EVERY way that they can.

In other words ... Incident and Injury Free by doing it right ... EVERY task, the right way, EVERY time.

#### Here's what we have planned - Daily Loss Prevention Topics

- Monday – 2009 Completion and Goal Setting Day
- Tuesday - Process Safety Day
- Wednesday - Safety "Tool" Day
- Thursday – Personal/ Group Loss Prevention Day
- Daily voicemail messages with personal perspectives on our road ahead

If you have any comments regarding Loss Prevention Week, please direct them to the IIF Leadership Team email - [RRIFLT](mailto:RRIFLT) (subject: Loss Prevention Week).

Sincerely,

*The Incident and Injury Free Leadership Team*